

**Instructions**

Access from the DOE K-12 Data Page: <http://doe.state.in.us/htmls/education.html> **or**  
Direct access: **DOE Online** website at <https://dc.doe.state.in.us/DOEOnline/CID/login.aspx>



**School and Corporation Users**

**To complete one calendar and apply to multiple schools or complete a schools calendar:**

- Select **2009-2010 School Calendar** under School Year
- Select multiple school(s) from the list using the shift click or ctrl click for multiple schools
- Click on **Create New/Overwrite Existing** button
- Follow the instructions on the page for entering dates for the **Student Calendar** correctly. Click in the **Begin Date (2009)** box to insert the date or use the calendar button to select the date. Click in the **End Date (2010)** box to insert the date or use the calendar button to select the date. Note: the End Date box will be highlighted and not allow entry for days with duration of one day.
- **Note:** All Instructional Dates pertain to students only!
- Click on **Select Additional Dates to Add** button. Select the appropriate type of day.

- Vacation – Other
- Saturday/Sunday School
- Instructional Half-Day (1/2)

**Note:** Do **not** include Professional Development Days or Parent Teacher Conference Days.

- Enter the Number of Additional dates to add
- Click on **Add Calendar Date(s)**
- Scroll up and enter the dates in the blank boxes that you just created.
- Enter the **Begin** and **End Date** of the **Teacher Calendar**
- Enter the **Number of Contract Days** for Teachers
- Enter the **Graduation Date** if applicable
- After completing the calendar portion of the form scroll down to enter the **Student Instructional Minutes** for the grades that apply to the schools selected.
- Follow the instructions on the screen for entering default times correctly. Enter the time in two digits (8:15 entered as 0815)
- Enter the number of minutes of **Less Time for Lunch/Recess**, meetings, etc., that are part of the instructional day
- All grade levels can be entered. The data will be applied to the grade levels as reported on the 2008-2009 Master File/School Directory Collection. Once the data is submitted on the DOE-CL, edit the school for correct grade levels.
- Click on **Submit** button when completed.
- Scroll to the top of the page for Invalid date entries, warnings, and error messages on the data submitted. (Red or orange text messages appear). Make any necessary corrections and click the **Submit** button each time additions/corrections are made. Errors must be corrected; warnings should be reviewed for accuracy.
- **Successfully submitted** message for all schools will appear when complete
- Click on **School Selection** at the top of the page to edit another school or view school data submitted.
- Click on **edit** button  next to the desired school to correct any existing errors or to correct necessary grade level changes for the 2009-2010 school year.
- Click on the **view** button  to view data submitted.
- Click on **Log Out** when finished.